

## HORSE RIDING CLUBS ASSOCIATION of VICTORIA INC.

### **GUIDELINES FOR RUNNING A HRC AV DRESSAGE EVENT**

**Please refer to the HRC AV Manual, Section 2 – Event Rules, Section 5 – Dressage Rules and Section 11 – Guidelines for Member Clubs for relevant rules and guidance before planning your Dressage Event.**

#### **BEFORE THE EVENT**

1.	<p><b>DATE</b></p> <ul style="list-style-type: none"> <li>• Contact the HRC AV to find out what is scheduled around when you want to run the event.</li> <li>• As soon as you have a date selected, advise the HRC AV so it can be put in the official calendar published monthly in Chaff Chat. The event must be listed in the calendar to obtain “official” status.</li> </ul>
2.	<p><b>ORGANISING COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• Appoint an Event Secretary and a sub-committee to organise the event. The Event Secretary should have a good understanding of the rules and how performance points are awarded.</li> <li>• Ensure they have access to an up to date copy of the HRC AV Manual. Refer to Section 2 – Event Rules, Section 5 – Dressage Rules and Section 11 – Guidelines for Member Clubs.</li> </ul>
3.	<p><b>TYPE OF DRESSAGE EVENT</b></p> <ul style="list-style-type: none"> <li>• Clubs running Official Dressage Events may nominate to:             <ol style="list-style-type: none"> <li>a) Offer one Dressage Test per Level which enables Competitors to compete at their Assessed Level and one Level higher. It is mandatory to offer two Advanced Tests, the harder of which is open to Advanced Combinations only, if this option is used, or</li> <li>b) Offer two different Dressage Tests in each Level, which enables Competitors to ride two Tests at their Assessed Level. If this option is used then a Jackpot prize can be offered for the highest Jackpot score at each level. HRC AV Jackpot scoring must be used for this option.                 <ul style="list-style-type: none"> <li>• Combinations may only enter a maximum of two Tests officially, except at a Jackpot Event where they may enter four (two at their assessed dressage Level and two at the Level above), subject to conditions set by the host Club.</li> </ul> </li> </ol> </li> </ul>
4.	<p><b>DRESSAGE TESTS</b></p> <ul style="list-style-type: none"> <li>• HRC AV Tests must be used for Official Events. No other Tests shall be used without the approval of the HRC AV. Tests at all HRC AV Levels must be offered for an event to be deemed Official.</li> <li>• The OC should ensure that the test sheets used are current (tests can be purchased from the HRC AV office or downloaded from the Association’s website).</li> <li>• Print off enough sheets for every section plus a few extra of each test.</li> </ul>
5.	<p><b>SPONSORSHIP</b></p> <ul style="list-style-type: none"> <li>• If sponsorship is being sought it is a good idea to arrange this well in advance of the Event so that the Sponsor’s information can be included in the program and advertising.</li> <li>• If prizes are to be part of the sponsorship package make sure that these are ordered, and collection organized, well before the event.</li> </ul>
6.	<p><b>PROGRAM APPROVAL AND ADVERTISING</b></p> <ul style="list-style-type: none"> <li>• Select a half or full page program. Half page competition ads in Chaff Chat cost \$35 – a full page will cost considerably more.</li> <li>• Refer to Event Rules Appendix 1 – Program Checklist - to ensure that your program complies with HRC AV requirements.</li> <li>• Forward your proposed program to the HRC AV for approval, at least 2 months prior to the event. If you wish to advertise the program in Chaff Chat, attach a cheque for the appropriate amount.</li> <li>• The event MUST be listed in the calendar to obtain official status.</li> <li>• If your event is being held outside a 100km radius of the GPO (as per Vic Roads directory) you may be eligible for the Country Club subsidy. Clubs wishing to register for the subsidy should submit a request with their program.</li> </ul>

7.	<p><b>JUDGES</b></p> <ul style="list-style-type: none"> <li>• Select and book your judges well in advance.</li> <li>• It is strongly recommended that HRC AV Judges be used to judge at Official HRC AV Events (refer Dressage Rules Appendix 1 for listing of all HRC AV Judges).</li> <li>• It is strongly recommended that two Judges be used for Advanced and Level 1 Competitions.</li> <li>• It is strongly recommended that HRC AV Advanced Judges or Official EFA D and above Judges be used to judge the Advanced Tests.</li> <li>• Judges should not be asked to judge in excess of 32 Competitors on any one day. However, this is at the discretion of the Judge.</li> <li>• Judges must be provided with a Penciller. Some Judges will offer to bring their own Penciller but this should not be expected. All Pencillers should be provided with a copy of Dressage Rules Appendix 2.</li> <li>• Ensure that you determine the reimbursement requirements of judges at the time of booking. Refer to Event rule 30.1 for current rates.</li> <li>• Check whether the judge will require reimbursement of additional out of pocket expenses such as accommodation. Clubs are not required to reimburse judges at a rate higher than that set by Rule 30.1. The booking may be declined or cancelled should the parties fail to determine an appropriate level of reimbursement.</li> <li>• If you intend to claim the Country Club subsidy you will be required to use official HRC AV judges. If you are unable to source sufficient official judges you will be permitted to use unofficial judges subject to HRC AV approval.</li> </ul>
8.	<p><b>PREPARING THE COMPETITION DRAW</b></p> <ul style="list-style-type: none"> <li>• Refer Manual - Guidelines for Member Clubs item 20. When allocating times for each competitor the following will need to be considered:</li> <li>• The time interval between the start of each test equals the recommended test time ( as stipulated on the top of each test) PLUS additional time to allow for judge write up and or delays within the test. Refer Guidelines for member Clubs Item 21. It is recommended that a minimum of 10 minutes between test start times be allowed. This may be reduced to 8 minutes for Levels 4 &amp; 5.</li> <li>• Allow a minimum of 30 minutes between each test ridden by the competitor</li> <li>• Where the rider combination is competing in more than one level, the lower of the two levels is to be completed before the more advanced level</li> <li>• Prior to appointing a judge for a level cross check entrant information to ascertain if there is a potential conflict of interest</li> <li>• Judges' breaks – see below</li> <li>• Reward early entries with later times when possible</li> <li>• When entries in a section reach 30 consider dividing the section. When entries exceed 32 the section MUST be divided</li> <li>• If there are less than 5 entries for a section, the organisers may cancel that section provided all entrants are notified</li> </ul>
9.	<p><b>NOTIFYING RIDING TIMES</b></p> <ul style="list-style-type: none"> <li>• Competitors should receive notification of their riding time (preferably a copy of the draw) at least 1 week prior to the day of the event.</li> <li>• The presiding judges must be provided with a copy of the draw no less than 5 days prior to the event.</li> </ul>
10.	<p><b>JUDGES' BREAKS</b></p> <ul style="list-style-type: none"> <li>• When planning the program ensure that Judges are given adequate refreshment and comfort breaks. This is especially important when sections have a large number of competitors.</li> <li>• A Judge should not be required to judge for longer than two hours without a break.</li> <li>• Breaks should be a minimum of 20 minutes between the end of one test and the beginning of the next.</li> </ul>
11.	<p><b>HELPERS</b></p> <ul style="list-style-type: none"> <li>• Ensure that you have enough helpers organized to cover all jobs throughout the day.</li> <li>• Helpers will be needed for tasks such as penciling, marshalling, collecting tests, gear checking, scoring, catering and assisting at the Secretary's desk.</li> <li>• It is a good idea to have enough helpers so that each person is only required to work for half a day.</li> </ul>
12.	<p><b>RIBBONS AND SASHES</b></p> <ul style="list-style-type: none"> <li>• Order ribbons/sashes/rosettes well in advance to ensure delivery prior to the event.</li> <li>• Trophies or sashes must be awarded to at least one quarter of the competitors in the section.</li> </ul>
13	<p><b>TROPHIES AND PRIZES</b></p> <ul style="list-style-type: none"> <li>• Order any trophies required including awards such as Jackpots/Championships.</li> <li>• Trophies or sashes must be awarded to at least one quarter of the competitors in the section.</li> </ul>

14.	<p><b>FORMS</b></p> <ul style="list-style-type: none"> <li>• Photocopy all necessary forms.</li> <li>• Produce a checklist to mark off names as cards are handed in.</li> <li>• The following forms will be required:</li> </ul> <p>* sufficient tests for each level  * multiple copies of the draw for judges, card checker, gear checker, scorer  * Competition Results sheets (Appendix 2 – Event Rules)  * Query of Level Assessment form (Appendix 5 – LA Rules)  * Incident /Accident report forms (Appendix 22 – General Rules)  * TTT Qualification Logs (Appendix 5 – Event Rules)  * Non Member Disclaimer Statements (Appendix 18 &amp; 19 – General Rules) – for competitors required to compete HC due to failure to provide valid membership card</p>
15.	<p><b>RULES</b></p> <ul style="list-style-type: none"> <li>• Ensure there is a copy of the Dressage rules and Event rules for the person manning the Secretary's desk.</li> <li>• Make a copy of the Gear Check rules for inclusion in the gear check folder (Appendix 3 – Dressage Rules)</li> </ul>
16.	<p><b>GROUND JURY</b></p> <ul style="list-style-type: none"> <li>• The OC should consider who will be on the Ground Jury prior to the event so that the members can be approached and can give consent to being included. Refer to Event Rule 29.</li> <li>• The Ground Jury hears all protests and cases of infringements of the HRC AV Rules at an event. Their jurisdiction is in effect from one hour before the start of the Competition until half an hour after the posting of the results of the Competition.</li> <li>• The Ground Jury must be comprised of three members; these members may include:- <ul style="list-style-type: none"> <li>➤ a qualified Judge or Judges.</li> <li>➤ an HRC AV Representative and/or Technical Delegate.</li> <li>➤ members of the host Club (maximum number 2), who are not competing at the Event and who have a thorough knowledge of HRC AV Rules.</li> </ul> </li> </ul>

### **PREPARATION OF ARENAS**

1.	<p><b>PREPARE THE SURFACE</b></p> <ul style="list-style-type: none"> <li>• Grass areas should be slashed if necessary, any rubbish/debris removed and uneven or rough spots harrowed in the weeks before the event. Sand areas should be harrowed and watered if necessary.</li> </ul>
2.	<p><b>MARK OUT THE AREA REQUIRED</b></p> <ul style="list-style-type: none"> <li>• All Tests are ridden individually within an arena of either 60 x 20 metres or 40 x 20 metres, according to the instructions on the Dressage Test Sheets.</li> <li>• Arenas must have markers placed as per Dressage Rules Appendix 4.</li> <li>• The arena should be level and separated from the public by a distance all round of 10 metres if possible; but a minimum of at least 5 metres is MANDATORY. "All round" includes between arenas.</li> <li>• Roping should be used when necessary to prevent intrusion.</li> </ul>
3.	<p><b>ARENA REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Each Arena should be clearly numbered to indicate to the rider and judge which arena is relevant to them.</li> <li>• The arena must be marked by a (continuous) surround not exceeding 0.5 metres high. It may be marked in the following ways: <ol style="list-style-type: none"> <li>a) portable, prefabricated, arena specific materials such as plastic or timber boards or PVC pipes supported by plastic stands,</li> <li>b) Fixed, rounded edging including timber telegraph poles, heavy duty, flexible poly pipe (such edging to be a minimum of 25cm diameter) or a low wooden fence, Lengths of suspended plastic chain.</li> </ol> </li> </ul> <p>The following requirements must be observed.</p> <ul style="list-style-type: none"> <li>• Materials to be in a contrasting colour to the arena surface,</li> <li>• Surrounds to be stable enough to withstand moderately windy conditions,</li> <li>• Where the surround is suspended from uprights, it must be clearly of the ground,</li> <li>• The following materials may not be used in the construction of an arena: <ul style="list-style-type: none"> <li>➤ Electric fencing tape, rope, plasticised cable or other similar, continuous, unbreakable product,</li> <li>➤ Temporary poles placed on the ground</li> <li>➤ Driven in stakes or steel droppers.</li> </ul> </li> </ul>
4.	<p><b>MARKERS</b></p> <ul style="list-style-type: none"> <li>• The letters outside the enclosure should be placed approximately 0.5 metres from the fence and clearly marked.</li> </ul>

	<ul style="list-style-type: none"> <li>It is desirable to place a special marker on the fence itself, level with and in addition to the letter concerned.</li> <li>A gap of one metre each side of the centre line must be left at 'A' to form an entrance and the 'A' marker placed far enough back (10 metres if possible) to allow the Competitors to enter the arena on a straight track.</li> </ul>
5.	<p><b>JUDGE/S' CARS</b></p> <ul style="list-style-type: none"> <li>Allow enough room for the judge's car to be parked at the "C" end of the arena.</li> <li>If more than one judge is being used then allow enough room for their car/s to be parked either on the "C" end of the arena 2.5 metres in from the long side or at the "E" or "B" markers on the long sides.</li> <li>Also allow enough room for the competitors to be able to circle at the "A" end prior to entering the arena (If there is insufficient space for the competitor to circle at 'A' prior to entry or present to the judge at 'C' prior to commencement of the test, it is possible to accept the presentation to the judge in the arena. The judge will then instruct the combination to proceed to A and commence the test within the arena.</li> </ul>
6.	<p><b>WARM-UP AREA</b></p> <ul style="list-style-type: none"> <li>An adequately sized warm-up area must be provided. Competitors are not permitted to warm up in a competition arena.</li> <li>This rule applies also when competition arenas are erected on the day/s preceding an event.</li> </ul>

**ON THE DAY**

1.	<p><b>HRCV MANUAL</b></p> <ul style="list-style-type: none"> <li>A Manual must be available on the day for consultation of the Rules.</li> <li>The Secretary's Office serves as a central administration and information area and as such should be the location where all information pertaining to the event can be found. This will include:</li> </ul> <p>* grounds/ arena layout plan for the event  * lists of the names of all people involved in the running of the event including volunteers/helpers  * Emergency contact numbers both provided by the competitor and for external assistance ie: Vet</p>
2.	<p><b>CARDS</b></p> <ul style="list-style-type: none"> <li>Riders must present valid Dressage and Membership cards prior to competing.</li> <li>Cards are checked upon receipt. Membership cards can be returned to competitors after checking.</li> <li>Failure to present valid cards means that the rider must compete H/C.</li> <li>If a rider is unable to provide a valid membership card they will be required to purchase Day Membership and sign a Non Members Disclaimer Statement.</li> <li>It is helpful to have a number of labeled boxes available so that riders' dressage cards can be filed in individual levels or classes.</li> <li>Back numbers can be recorded on sticky dots attached to individual cards.</li> </ul>
3.	<p><b>HELPERS' ROSTER</b></p> <ul style="list-style-type: none"> <li>A roster of helpers' times and duties should be posted in the Secretary's Office so that helpers can check when and where they need to be at given times.</li> </ul>
4.	<p><b>JUDGES</b></p> <ul style="list-style-type: none"> <li>Judges should report to the Secretary's Office to check in at least 30 minutes prior to the commencement of their class.</li> <li>A prepared folder with enough blank test sheets, plus a few extra, and one or two pens should be given to the Judge or penciller.</li> <li>A copy of the recommended dressage abbreviations should also be included in this folder along with a copy of the current draw, including any scratchings or amendments.</li> <li>Phone numbers of the OC to be included should the judge have a query or emergency to report.</li> </ul>
5.	<p><b>PENCILLERS</b></p> <ul style="list-style-type: none"> <li>A penciller must be allocated to each Judge.</li> <li>It is preferable to use one penciller per judge however, if pencillers are changed over this should be arranged during designated breaks.</li> <li>Avoid using inexperienced pencillers to pencil higher level tests or for new judges.</li> </ul>
6.	<p><b>INSPECTION OF ARENAS</b></p> <ul style="list-style-type: none"> <li>It is the responsibility of the Judge to check that the arena is satisfactory and, if necessary, have it modified at their discretion.</li> <li>Once the Competition has commenced, the conditions must stay (as far as possible) the same for the following Competitors. If prospective Judges are shadow-judging a section then their car should stay in position for the entire class.</li> </ul>

7.	<p><b>GEAR CHECK</b></p> <ul style="list-style-type: none"> <li>• A Gear Checker must be provided to carry out gear checks throughout the day.</li> <li>• The Gear Checker will need to be made available to riders from approximately half an hour prior to the first competitors' riding times.</li> <li>• It is the responsibility of the competitor to ensure that they comply with HRC AV rules relating to gear and uniform.</li> <li>• A competitor's failure to comply with the rules will result in elimination.</li> <li>• Small sticky dots/labels can be stuck to the rider's boot or other appropriate surface to indicate that gear check has been successfully completed.</li> </ul>
8.	<p><b>NUMBERS</b></p> <ul style="list-style-type: none"> <li>• Riders must supply their own numbers which must be displayed on both sides of the horse.</li> <li>• Bridle numbers or saddleblanket numbers are acceptable.</li> </ul>
9.	<p><b>STALLIONS</b></p> <ul style="list-style-type: none"> <li>• Stallions competing must display appropriate identification. See Event rule 7.4.2</li> </ul>
10.	<p><b>MARSHALLS</b></p> <ul style="list-style-type: none"> <li>• It is helpful to both riders and Judges to have a Marshall available to call riders up to their respective rings in the correct order.</li> <li>• The Card Secretary should keep the Marshall (and Judges) informed of scratchings that arise during the day so the program can proceed smoothly without unnecessary breaks.</li> </ul>
11.	<p><b>RUNNERS</b></p> <ul style="list-style-type: none"> <li>• Provide enough Runners to ensure that test sheets are collected from Judges' cars at regular intervals throughout the day. These sheets should be taken directly to the Scorers to facilitate scores being displayed in a timely manner for all competitors.</li> </ul>
12.	<p><b>TTT QUALIFYING LOGS</b></p> <ul style="list-style-type: none"> <li>• Competitors may request that the OC stamp their TTT Qualifying Log. This is usually done by the person manning the Secretary's desk and the Club Stamp is used to stamp the Logs to verify that the riders have competed.</li> </ul>
13.	<p><b>REFRESHMENTS</b></p> <ul style="list-style-type: none"> <li>• Refreshments and lunch are to be provided for Judges.</li> <li>• Provide a basket with morning or afternoon tea and a thermos of hot water to ensure that the judge has access to refreshments as required.</li> <li>• It is advisable to offer a selection of foods for lunch to cater for individual tastes and dietary requirements.</li> <li>• It is also a gesture of goodwill to provide refreshments for 'outside' helpers on the day, eg Pencillers, Gear Checkers, Runners, etc.</li> </ul>
14.	<p><b>SPONSORS</b></p> <ul style="list-style-type: none"> <li>• Don't forget to thank Sponsors during the day of the Event.</li> <li>• Have advertising material on hand for competitors to take.</li> <li>• If prizes and/or awards have been sponsored, mention the Sponsor's name and details during presentations.</li> </ul>
15.	<p><b>JACKPOT SCORING – DRESSAGE</b></p> <ul style="list-style-type: none"> <li>• If an Organising Committee wishes to run a Dressage Competition providing two Dressage Tests for each Level, this may allow a Jackpot Competition to take place.</li> <li>• Scoring must be done as per Event Rules Section 26. The Event Scorers should be made aware of this requirement.</li> </ul>
16.	<p><b>DISPLAY OF SCORES &amp; RESULTS</b></p> <ul style="list-style-type: none"> <li>• Score sheets should be displayed in an appropriate area that is easily accessible to competitors.</li> <li>• Results should be displayed in a timely manner for all classes. It is appreciated by competitors if interim scores are displayed as they come to hand throughout the day.</li> </ul>
17.	<p><b>PRESENTATIONS</b></p> <ul style="list-style-type: none"> <li>• Organize helpers to be in charge of presenting awards after each section has been completed.</li> <li>• Have ribbons/sashes/rosettes in sets for easy handling.</li> <li>• Provide the helpers with a printed list of the placegetters.</li> <li>• Have the helpers mark on the list those prizes that have not been collected so they can be sent to the winners after the Event.</li> <li>• Make sure presentations are made in a timely manner after each section has been completed.</li> </ul>
18.	<p><b>DISTRIBUTION OF TROPHIES/SASHES/RIBBONS</b></p> <ul style="list-style-type: none"> <li>• Refer to Event Rule 25. Trophies, sashes or ribbons must be given to at least one quarter of the competitors in a class. For example If there are 25 to 28 Competitors award to 7th place.</li> </ul>

	<p>If there are 29 to 32 Competitors award to 8th place.</p> <ul style="list-style-type: none"> <li>Any ribbons over and/or above these requirements are to be at the discretion of the Organising Committee.</li> </ul>
19.	<p><b>PROTESTS</b></p> <ul style="list-style-type: none"> <li>Refer to Event Rule 27</li> <li>If an owner of a horse, the rider, or a representative of either, taking part in a Competition considers that a rule of the HRCVA has been breached that affects placing, scoring or results of a Competition, he/she may lodge a protest.</li> <li>Protests must be made to the Event Secretary in writing detailing the facts of the incident, and accompanied by a deposit as nominated on the Program, which will be forfeited if the protest is not upheld.</li> <li>Protests must be lodged within 30 minutes of the relevant Section/Class final scores being posted.</li> <li>The Ground Jury will hear all Protests lodged in accordance with these rules.</li> </ul>
20.	<p><b>RESULTS SHEETS</b></p> <ul style="list-style-type: none"> <li>HRCVA result sheets must be used to record results for Official classes. See Appendix 2 Event Rules.</li> </ul>
21.	<p><b>DISTRIBUTION OF PERFORMANCE POINTS</b></p> <ul style="list-style-type: none"> <li>Points gained at Official Events are to be written on the Performance Card/s on the day of the Competition by the Organising Committee as per Event Rule 24.</li> <li>Refer to your completed Result Sheets when adding points to cards.</li> <li>In Dressage, all placing Competitors MUST attain 60% or greater to be awarded points.</li> <li>For Dressage only, points may be gained in both the Competitor's assessed Level and in one Level above.</li> </ul>
22.	<p><b>JUDGE'S REIMBURSEMENT</b></p> <ul style="list-style-type: none"> <li>It is the Host Club's responsibility to ensure the Judge is paid.</li> </ul>

### OFFICIALS

<b>CARD SECRETARY RESPONSIBILITIES</b>	
1.	Must be available from one hour prior to the start of the first class, to receive Membership and Dressage cards from competitors.
2.	As each competitor presents cards: <ul style="list-style-type: none"> <li><input type="checkbox"/> Check that cards are valid. (Refer to General Rules 10.6 &amp; 11.4 for requirements of valid cards).</li> <li><input type="checkbox"/> Return Membership card to competitor.</li> <li><input type="checkbox"/> If cards are invalid rider may compete H/C (Failure to provide valid Membership Card – must purchase Day Membership before riding)</li> <li><input type="checkbox"/> Check off competitor's name on list for that class.</li> <li><input type="checkbox"/> Retain Dressage card</li> </ul>
3.	Inform Judges, Marshalls and Gear Checkers of scratchings that may occur during the day so that the program runs smoothly.
4.	Use Club stamp to validate any TTT Qualifying Logs presented.
5.	Ensure that performance points have been allocated prior to returning Dressage card to member
6.	All cards should be available for collection 30 minutes after posting of final results for the class. Organisers may release cards earlier if a competitor is well out of the placings.

<b>SCORER RESPONSIBILITIES</b>	
1.	Be aware of the rules regarding scoring for Official HRCVA Dressage Events including TTT events and Jackpot scoring. Refer to the manual for current rules.
2.	Have sufficient Results Sheets to be able to enter results from each section or class on the day.
3.	Use adding machines with paper rolls so that the additions for each individual test can be stapled to the test sheet for competitors to check adding.
4.	Try to post interim results as they come to hand throughout the day so that competitors can view them as the section is being run.
5.	As a section is completed: <ul style="list-style-type: none"> <li><input type="checkbox"/> Post the final results for competitors to view – note on the scoreboard the time the final results were posted</li> <li><input type="checkbox"/> Announce that the results have been posted and tests are ready to collect</li> <li><input type="checkbox"/> Put completed tests sheets out for competitors to collect and check</li> <li><input type="checkbox"/> The performance cards for competitors who are placed lower than 10<sup>th</sup> place can be put out for collection. Cards for competitors who place from 1<sup>st</sup> to 10<sup>th</sup> must be retained until after the 30 minute protest time has passed.</li> </ul>
6.	Complete result sheets for Official Classes: <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that only those competitors who place with a score of 60% or greater are awarded performance points.</li> <li><input type="checkbox"/> On Result Sheet – enter Competitor's HRCVA number, name, horse's name, place, percentage for test, performance points earned and total points on card after points have been awarded.</li> <li><input type="checkbox"/> On Dressage card – enter hosting Club's Name, date, level that points were earned at, placing, points earned and complete the total points on card.</li> </ul> Return completed cards to competitors after the 30 minute protest time has passed and no protests have been raised.
7.	Ensure that the last tests for each class are collected in a timely manner to reduce delays in posting final results. Make posting of final results a priority rather than entering results for classes still underway

**AFTER THE EVENT**

1.	Forward the completed results sheets to the HRC AV office within 7 days. Failure to do so may result in your Club receiving a \$100 late lodgment fee.
2.	Send thank you letters to each of the judges as a sign of appreciation. These may also be prepared ahead of the competition day and given to the judge when they are given their reimbursement.
3.	Display the event results on the club's website (if it has one) and forward link or an electronic copy of the results to the HRC AV office so that results can be posted on the HRC AV website.
4.	Return cards and tests/sashes left by competitors the following day. Keep a record of cards returned.
5.	Send a thank you letter with a copy of the program to sponsors